

TOWN BOARD MINUTES  
TOWN OF POESTENKILL  
TOWN BOARD MEETING  
SEPTEMBER 20, 2020  
(Not approved at time of distribution)

ROLL CALL AS FOLLOWS

Councilwoman Butler	Present
Councilman Hass	Present
Councilman Van Slyke	Present
Councilman Wohlleber	Present
Supervisor Hammond	Present

NON-VOTING MEMBERS

Susan Horton, Town Clerk  
Jack Casey, Town Attorney

Supervisor Hammond opened the meeting with the Pledge of Allegiance at 7 p.m. and on a motion by Hass, seconded by Butler and carried it was stated that the monthly bills had been audited for payment.

Motion by Wohlleber, seconded by Van Slyke and an oral vote of 4 ayes with Supervisor Hammond abstaining to accept the Town Clerk's minutes of August 20, 2020 as written.

**Public Hearing for the Town of Poestenkill for the creation of an Ambulance District –**

Supervisor Hammond opened the Public Hearing at 7 pm and asked the crowd not to talk over someone else, to be courteous and to please address the Board not each other.

During this hearing there were many comments both "for" and "against" any change to our existing procedures. People voiced their concerns over the possibility of a tax increase if this ambulance district was approved. Supervisor Hammond stated that when campaigning, many residents expressed concern over our existing service and that he was just looking into all alternatives for better service. He stated that tonight's Town Board approval was just to move forward on the "Mandatory Referendum" and to further study alternative approaches.

Supervisor Hammond clearly stated that before anything was done that a proposal would be put out for the residents to vote upon, with all the pertinent facts known.

A copy of the comments discussed at the meeting is available at the Town Clerk's office. The main subjects of discussion in these comments related to the following: cost of improved service, quality of existing service, data of recent and past history of Mohawk Ambulance Service, transparency and accuracy of data provided, etc. When everyone was given the opportunity to speak, the public hearing was closed at 8:15 p.m.

Public Comment Period – T. Jacangelo, Town resident expressed concern over the Highway Department not picking up brush. She said it has been months since brush was last picked up.

Correspondence

Resignation – Judy Grattan – Supervisor Hammond stated that Judy has served the Town for many years and would like to thank her for her service, she truly will be missed.

Liaison Reports:

Planning Board- Town Board members had copies of the Planning Board meeting of August 11, 2020 and September 1, 2020 in their packets. H. Teal reported on the agenda items from the September 1, 2020 meeting. T. Russell, Planning Board Chairman stated it is with great sadness that he has received the resignation of Judy Grattan. He also stated that Victor Gush who proposed the 8-lot subdivision on Route 355 passed away. T. Russell also stated he feels very

strongly about Mr. Jamison's qualifications to continue to serve in that issue. (referring to a ZBA applicant)

Councilman Wohlleber directed this message to Chairman Russell, Planning Board and Chairman Jamison, ZBA because of an issue during a recent ZBA meeting. "We should have the common courtesy to discuss this matter in private, not "Grandstanding" a member from a different Board at another meeting." He suggested they have a conversation with their perspective Boards.

Zoning Board–Town Board members had copies of the ZBA meeting of July 14, 2020, July 21, 2020 and August 18, 2020 in their packets. P. Jamison, Chairman reported on the agenda items. P. Jamison elaborated on a member from another board wanting him to recuse himself from the Hitchcock issue because he is friendly with a person involved in this case. Mr. Jamison stated he has spoken with our Town Attorney and it was determined there is no conflict. Supervisor Hammond agreed that he should follow counsel's advice.

Fire Company – Town Board members had copies of the August 2020 Fire Co. report. L. Basle asked Supervisor Hammond if the Fire Company would be getting anymore stuar's connections. Supervisor Hammond stated no they will not be getting any this year. Councilman Wohlleber asked about training on Narcan for the Fire Company. D. Ruppert, Asst. Chief stated that the Fire Company is looking into it. D. Basle, Asst. Chief stated that the Sheriff and Stated Trooper's carry Narcan with them and before First Responders enter the scene it needs to be secured. Supervisor Hammond is looking into a Narcan training for Town residents.

Library – L. Lungren reported on the current activities happening at the Library. She stated the Library was still looking for painting contractors. H. Van Slyke, Town Board member stated that the Library will be funding the painting of the Library. K. Gypson wanted to thank the Library for all their hard work. Motion by Van Slyke, seconded by Wohlleber and an oral vote of 5 ayes authorizing the Library to purchase paint and hire contractor to paint the Library.

Youth Advisory Board- T. Buker, Youth Director stated that she was trying to figure out a Halloween celebration for the children of Poestenkill.

CAC- no activity reported this month

Discussion Items:

Keyhole Lot/Wood Processing – These two items will be discussed at a Special Workshop which will be held on Thursday, October 1<sup>st</sup> at 7 pm at the Town Hall.

Library – Painting – this item was discussed during the Liaison Reports.

Zoning Board – Alternate

Supervisor Hammond stated he has no objection of having an Alternate for the Zoning Board of Appeals. Motion by Wohlleber, seconded by Van Slyke with an oral vote of 5 ayes to reinstate having an Alternate to the ZBA.

Town Code updates – E-code – Town Board members had copies of the estimate dated September 16, 2020 from General Code. S. Horton, Town Clerk updated the Board on what the estimate would entail. This will be voted on during the Action Items portion of the meeting.

Telephone Proposals – Town Board members had copies of (3) proposals for new telephones for the Town Hall. M. Asquith, Administrative Assistant spoke on each proposal. This will be voted on during the Action Items portion of the meeting.

Action Items:

Approval for Ambulance Service to Move on to Referendum – Resolution #13-2020-RESOLUTION OF THE TOWN BOARD OF THE TOWN OF POESTENKILL, NEW YORK, CREATING THE AMBULANCE DISTRICT SUBJECT TO MANDATORY REFERENDUM  
Now Be It Therefore Resolved, that the Town Board of the Town of Poestenkill, in compliance with Town Law article 12-A, hereby resolves that such Ambulance District as set forth in the “Map, Plan and Report” (MPR) filed August 13<sup>th</sup> with the Town Clerk be created subject to a mandatory referendum.

MOVED BY: Councilman Wohlleber

SECONDED BY: Councilman Van Slyke

VOTED UPON AS FOLLOWS:

Councilwoman Butler:	NO
Councilman Hass:	NO
Councilman Van Slyke:	YES
Councilman Wohlleber:	YES
Supervisor Hammond:	YES

Pending Discussion Decision on Keyhole Lot - this will be discussed at a Workshop on October 1<sup>st</sup> at 7:00 pm at the Town Hall.

Approval of Zoning Board Alternate – Motion by Councilman Van Slyke, seconded by Councilman Wohlleber and an oral vote of 4 ayes and 1 nay.

Approval of Library Painting Project - this was discussed and voted on during the Liaison portion of meeting.

Pending Discussion on Wood Processing – this will be discussed at a Workshop on October 1<sup>st</sup> at 7:00 pm at the Town Hall.

Pending Discussion on Telephone System- Motion by Councilman Wohlleber, seconded by Councilwoman Butler with an oral vote of 5 ayes to approve the purchase of the Hudson Valley Communication Phone System for the Town Hall and Highway.

Set Budget Workshop Date- A budget workshop is scheduled for Thursday, September 24<sup>th</sup> at 7pm at Town Hall to discuss 2021 budget items.

Reports:

Supervisor’s Report- Supervisor Hammond - Supervisor Hammond gave no report.

Town Attorney’s Report – Mr. Casey reported on the matters that he worked on since the last Town Board meeting which included attending a ZBA meeting and working on the resolution for the ambulance. He stated that his referendum was a mandatory referendum and that nothing is in place until voting is done by the residents, whereas in the past it was a permissive referendum. The mandatory referendum will allow the democratic process to happen and puts safeguards in place for residences who are both for and against the ambulance district.

Town Clerk's Report – Motion by Wohlleber, seconded by Van Slyke and an oral vote of 5 ayes to accept the Town Clerk's report of August 2020. The total amount received in the Clerk's office was \$14,627.54 and of that amount \$8,647.79 was remitted to the Supervisor. Town Board members had copies of the Building Inspector/Code Enforcement Officer's written report. There were also reports from the Assessor, DCO, 811 report/Water Manager and Highway Dept. report. Councilwoman Butler questioned P. Jamison, ZBA Chairman regarding the July 21<sup>st</sup> minutes. The minutes included a statement by a town resident saying that the Code Enforcement Officer was rude on the phone. Councilwoman Butler received an email from this resident and was told he did not make any derogatory comments regarding the Code Enforcement Officer and stated that T. Church was very helpful and courteous. Supervisor Hammond said the Code Enforcement Officer was very upset about this incorrect statement printed in the minutes and feels that the minutes should be amended. P. Jamison, ZBA Chair, stated he and board members remembered the meetings remarks as minutes stated. Supervisor Hammond stated hopefully when you approve your minutes you can make proper adjustments. P Jamison said minutes had already been approved and Supervisor Hammond went on to say minutes should be amended to reflect correct changes. Supervisor Hammond went on to say that T. Church goes out of his way for the Town residents and is very kind and courteous to all our residents.

R. Brunet, Water Manager and past Code Enforcement Officer also stated that he has been working with T. Church and he feels that he is one of the finest Code Enforcement Officers he has known and feels that the Board picked a great guy.

#### Payment of Bills:

Motion by Hass, seconded by Butler and an oral vote of 5 ayes to pay Warrant #17-2020 in the amount of \$186,335.04. Motion by Hass seconded by Butler and an oral vote of 5 ayes to pay Warrant #18-2020 in the amount of \$42,610.20.

Motion by Wohlleber, seconded by Van Slyke, and carried to adjourn this meeting at 9:15 p.m.

Respectfully submitted,  
Susan Horton Town Clerk

TOWN BOARD MINUTES  
TOWN OF POESTENKILL  
TOWN BOARD WORKSHOP  
October 1, 2020  
(Not approved at time of distribution)

ROLL CALL AS FOLLOWS

Councilwoman Butler	Present
Councilman Hass	Present
Councilman Van Slyke	Present
Councilman Wohleber	Present
Supervisor Hammond	Present

NON-VOTING MEMBERS

Susan Horton, Town Clerk  
Jack Casey, Town Attorney (Absent)

Supervisor Hammond opened the Workshop with the Pledge of Allegiance and thanked everyone for attending tonight's meeting and asked if anyone wanted to address the Board or if they had any comments.


The purpose of tonight's workshop was to discuss Wood Processing and Keyhole lots. Prior to this workshop, the Town Board met to continue deliberations on the Proposed 2021 Town Budget. Further discussions will be held at the next Town Board meeting on October 15, 2020 at 6:00 PM.

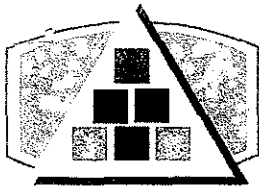
There was much discussion by the Town Board members with significant input from other Town employees and by the residents present regarding Keyhole lots. The views were significantly detailed, and the Town Board decided that the subject would be reviewed with Jack Casey, the Town Attorney upon his return at which time the subject would be further discussed.

The Town Board then addressed Wood Processing. Town Board member June Butler discussed her detailed proposal regarding Wood Processing, and it was decided that the subject would be referred to the Planning Board for future actions.

Motion by Supervisor Hammond, seconded by Councilwoman Butler and carried to adjourn this meeting at 8:00 pm.

Respectfully submitted,

  
Susan Horton  
Town Clerk



**Gilchrist  
Tingley, P.C.**  
ATTORNEYS AT LAW

Andrew W. Gilchrist  
agilchrist@gilchristtingley.com  
(518) 238-3759 ext. 202

September 16, 2020

Town of Poestenkill Town Board  
Poestenkill Town Hall  
38 Davis Drive, PO Box 210  
Poestenkill, New York 12140-0210

SEP 17 2020

SEP 21 2020

SEP 21 2020

**Re: Goewey Farm Property  
Troy Sand & Gravel Co., Inc.**

Dear Supervisor Hammond and Members of the Town Board:

As you may recall, I represent Troy Sand & Gravel Co., Inc. regarding the above-referenced proposed project.

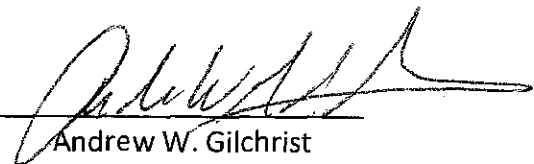
We understand and appreciate that the matter will not be on the Town Board agenda for its September 17 meeting, and respectfully request that the Town Board place the matter on the agenda for its October 15, 2020 meeting. At that time, we would like to discuss and confirm whether the Poestenkill Town Board will entertain an application for rezoning a portion of the Goewey Farm property to the Natural Products Zoning District pursuant to Section 150-67 of the Poestenkill Code.

We thank you in advance for your attention and consideration.

Respectfully yours,

GILCHRIST TINGLEY, P.C.

By:

  
Andrew W. Gilchrist

AWG/lam  
Encl.

cc: Sue Horton, Town Clerk  
Jack Casey, Esq., Poestenkill Town Attorney  
Troy Sand & Gravel Co., Inc.

October 6th, 2020

Keith Hammond  
Supervisor  
Town of Poestenkill  
38 Davis Dr.  
Poestenkill, NY 12140

Dear Mr. Hammond,

I would like to notify you that I am resigning from my position of Highway Superintendent for the Town of Poestenkill effective December 30<sup>th</sup>, 2020.

It is with a heavy heart that I leave this position, which I have performed for over 20 years, but I have decided it is time to start my retirement. It has been a privilege and an honor to serve the resident's of Poestenkill. I have genuinely enjoyed my time working for the town and will cherish the relationships that I have made through the years.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Toby Chadwick". The signature is written in a cursive style with a large, sweeping initial "T".

Toby Chadwick

CC: Town Board Members  
June Butler  
Dave Haas  
Harold VanSlyke  
Eric Wohlleber



Planning Board

## TOWN OF POESTENKILL

38 Davis Drive / P.O. Box 210

Poestenkill, NY 12140

(518) 283-5100 Phone

(518) 283-7550 Fax

### PLANNING BOARD AGENDA

October 6, 2020, 6:30 pm

@ Poestenkill Fire Department

#### 6:30 Meeting Opens – Pledge of Allegiance

#### Applicants:

<u>Anthony Alberino</u> 125.-1-23	<u>Special Use Permit</u> 273 Main Street
<u>Robert &amp; Nancy Ducatte</u> 115.-3-27.111	<u>2 Lot Minor Subdivision</u> Reichards Farm Road
<u>Wayne Gooley, Executor</u> 116.-2-38.11	<u>4 Lot Minor Subdivision</u> 191 North Road

#### Minutes of the September 1, 2020 Meeting:

#### Public Comments:

#### Old Business:

#### Organization:

#### Other:

Tom Russell	to attend October meetings
Jeff Briggs	to attend November meetings
Tom Russell	to attend December meetings





**Planning Board**

**TOWN OF POESTENKILL**

38 Davis Drive / P.O. Box 210  
Poestenkill, NY 12140  
(518) 283-5100 Phone  
(518) 283-7550 Fax

**PLANNING BOARD  
October 6, 2020 Minutes  
@ Poestenkill Fire Hall**

**Attendees:**

Tom Russell, Chairman  
Jeffrey Briggs  
Steve Valente  
Robert Dore  
Don Heckelman  
William Daniel

**Non-Voting:**

Robert Ryan, Esq.  
Lynn E. Kane, Clerk

**Absent**

Harvey Teal

Chairman Russell called the meeting to order at 6:45 pm with the Pledge of Allegiance and introduces the Members of the Board.

**Applicants:**

**Anthony Alberino**  
**125.-1-23**

**Special Use Permit**  
**273 Main Street**

Mr. Alberino explained to the Board he'd like to build 25' x 45' garage for his business equipment and supplies (finished carpentry), with 25' x 20' as a carport for storing business trailers and 25' x 25' for enclosed garage with overhead and passage doors, cedar shake roof. Chairman Russell reviewed square footage of existing residence and proposed garage with a 1.89 acre lot and stated the building coverage would be less than three (3) percent, well below the ten (10) percent maximum allowed and that an Area Variance would not be needed for this proposal. Member Briggs questioned if rear setback is acceptable, Mr. Alberino said yes. Member Valente questioned need for SUP and referred to another previous application that did not need SUP. Chairman Russell explained that an error was made in previous case, that the Board is unable to rectify that situation but that Board will follow Code, specifically the need for Special Use Permit for storage of commercial equipment and supplies in the Residential zones.

Member Daniel made a motion to schedule a Public Hearing for Wednesday, November 4, 2020. Member Heckelman seconded the motion and was approved with five (5) ayes, one (1) nays and zero (0) abstention.

*Resolution: Public Hearing scheduled for November 4, 2020.*

**Robert & Nancy Ducatte**  
**115.-3-27.111****2 Lot Minor Subdivision**  
**Reichards Farm Road**

Kevin McGrath, surveyor to the Applicants, appeared for Mr. & Mrs. Ducatte. Mr. McGrath reviewed the plat plan with the Board Members and explained the Applicant's desire to sell a two (2) acre lot to neighbor, Ken Gypson. Mr. McGrath stated Mr. Gypson was to have appeared at this meeting.

Member Dore made a motion to classify this project as a 2 Lot Minor Subdivision. Member Valente seconded the motion and was approved with six (6) ayes, zero (0) nays and zero (0) abstention.

Member Briggs made a motion to schedule a Public Hearing for Wednesday, November 4, 2020. Member Heckelman seconded the motion and was approved with six (6) ayes, zero (0) nays and zero (0) abstention.

*Resolution: Public Hearing scheduled for November 4, 2020.*

**Wayne Gooley, Executor**  
**116.-2-38.11****4 Lot Minor Subdivision**  
**191 North Road**

Kevin McGrath appeared for the Applicant, said Applicant lives in Ohio and unable to attend. Notarized letter from Applicant's attorney submitted to Secretary. Mr. McGrath reviewed the plat plan with the Board Members and explained the Applicant's desire, as executor for mother's estate, to divide land among siblings.

Chairman Russell made a motion to classify this project as a 4 Lot Minor Subdivision. Member Valente seconded the motion and was approved with six (6) ayes, zero (0) nays and zero (0) abstention.

Member Daniel made a motion to schedule a Public Hearing for Wednesday, November 4, 2020. Member Dore seconded the motion and was approved with six (6) ayes, zero (0) nays and zero (0) abstention.

*Resolution: Public Hearing scheduled for November 4, 2020.*

**Public Comment:**

Chair opens the Public Comment Period for items not appearing on the agenda. Town Board Member, June Butler, discussed her "wood processing" proposal and that of "forest management", looking for input from Planning Board and Zoning Board Members. Member Valente read aloud Attorney Ryan's definition of NYS Forestry. Mr. Ryan stated that a Home Occupation Class II requires a house be on the parcel and not just that someone owns land without a house. Chairman Russell explained to the Board to please look to the future and not focus on a present issue. Town Board Member Butler discussed her proposal within the structure of the Home Occupancy Codes and suggested the phrase "property owner" be used instead of "home owner". Chairman Russell asked for any other comments, specifically

looking to “shape” the Code for the future. Kevin McGrath suggested that wood processing be allowed in RR1 and RR2 zones, with a Special Use Permit or add another use to the Land Use Code for “Forest Products”. Member Daniel reminds the Board that there can be and are different magnitudes to these categories, commercial vs. mom & pop, built in equipment vs. portable and need to be careful not to be too restrictive for the “small guy”. Member Dore stated this cannot be listed under “retail”, must be separate category either permitted or with a Special Use Permit. Member Briggs stated Code should have forestry categories for different outcomes, for each type of land owner, purpose of the land as each owner could have different goal. Member Heckelman stated that the proposed law should not be tailored just for one situation and that the current issue before the Boards is too big and too noisy to be in the middle of a Residential zone. Further, he stated that terminology can become extreme and restrictions should be put in place when issuing a Special Use Permit, perhaps a third Home Occupancy category should be added. He also questioned if building permits were issued for concrete pads, bunkers, etc. at the current issue location. Chairman Russell asked all Members to contemplate and contact TB Member Butler with thoughts, comments and especially suggestions.

Len Johnson – Mr. Johnson spoke to the Board about giving a relative additional land to the relative’s lot. The Board reviewed Mr. Johnson’s plat plan and brought Kevin McGrath forward to assist Mr. Johnson. The Board determined Mr. Johnson needs a Lot Line Adjustment and Mr. Johnson will work with Clerk Kane and Mr. McGrath to apply for same for next month’s meeting.

Chairman Russell asked if anyone in audience wanted to speak on another issue and stated “There being no comments from the public, the Public Comment Period is closed.”

### **Old Business:**

Shuhart – Nothing new to report.

Gush – Haven’t heard anything since Mr. Gush’s death. Clerk Kane will contact engineer for update.

Major Lot Line Adjustment – Chairman Russell asked TB Member Butler if Town Board had acted on Planning Board’s proposed changes to the Lot Line Adjustment Code. With a negative answer, Clerk Kane directed to forward proposal again to Town Board for consideration.

### **New Business:**

Judy Grattan resignation – Chairman Russell asked Board if all were good with forwarding current Alternate, Steve Valente, to the Town Board for appointment to the open Board seat. All Members in favor, Clerk Kane directed to forward memo to Town Board and request Michelle Asquith to place ad in The Advertiser for replacement Alternate.

**Minutes:** Meeting minutes of September 1, 2020 were reviewed. Member Daniel requested change on Page 4, second paragraph, fourth line down change “lot width” to “lot line”. Town Board Member June Butler updated Board regarding E-Code – specifically that new laws can be found on the left sidebar but these laws have yet to be incorporated in the text itself. This should be done shortly. Motion to accept the Minutes with revisions was

made by Chairman Russell, seconded by Board Member Briggs and approved by a vote of six (6) ayes; zero (0) nays and zero (0) abstention.

**Organizational:**


Clerk Kane informed Board of Zoning Board permanent meeting start time change to 7 pm. Chairman Russell reminded Members that this Board had gone to a 6:30 pm start due to the extensive number of applications. There was discussion amongst Board Members. Chairman Russell made a motion to change start time of Planning Board **beginning December 1, 2020 to 7 pm.** Member Heckelman seconded the motion and approved by a vote of six (6) ayes; zero (0) nays and zero (0) abstention. Michelle Asquith will be asked to update this information on the Town's website.

Member Heckelman made a motion to enter Executive Session to discuss a personnel matter at 8:27 pm. Motion was seconded by Chairman Russell. Member Heckelman made a motion to exit Executive Session with no vote or action taken at 8:40 pm. Motion was seconded by Chairman Russell.

Next meeting on Wednesday, November 4, 2020 at 6:30 pm at Poestenkill Fire Hall

A motion to adjourn the meeting at 8:45 pm was made by Member Dore, seconded by Member Daniel and approved by a vote of six (6) ayes, zero (0) nays, and zero (0) abstentions.

Respectfully submitted,

  
Lynn E. Kane,  
Planning Board Clerk



**Planning Board**

## **TOWN OF POESTENKILL**

38 Davis Drive / P.O. Box 210  
Poestenkill, NY 12140  
(518) 283-5100 Phone  
(518) 283-7550 Fax

### **MEMORANDUM**

To: Poestenkill Town Board  
From: Planning Board  
Re: Member Vacancy  
Date: October 14, 2020

Chairman Russell made a motion to recommend to the Town Board to:

1. Appoint Steve Valente as Member of the Planning Board, to fill vacancy with a term to December 31, 2022.
2. To have Michelle Asquith place ad in The Advertiser for Alternate and Member.

Motion was seconded by Member Dore, motion passed with six (6) ayes, zero (0) nays and zero (0) abstentions.



## TOWN OF POESTENKILL

38 Davis Drive / P.O. Box 210

Poestenkill, NY 12140

(518) 283-5100 Phone

(518) 283-7550 Fax

**Zoning Board of Appeals**

### AGENDA

**Zoning Board of Appeals**  
**October 13, 2020 @ 7 pm at the**  
**Poestenkill Fire Hall, 182 Main St.**

#### MEETING OPENS – PLEDGE OF ALLEGIANCE

#### Public Hearings - Continued:

<u>Louis Basle</u>	<u>Code Interpretation (Non-conforming)</u>
69 Abbott Drive	125.-11-17.11 (14 Abbott Drive)

<u>Joseph Hitchcock</u>	<u>Code Interpretation (Retail Use)</u>
137.-1-23.12	160 Lynn Rd.

Approve Meeting Minutes of August 18, 2020 and September 8, 2020.

#### Organizational:

1. Keyhole Lots
2. Wood Processing

#### Other:

**Kevin McGrath**  
**Nicole Heckelman**  
**Susan Kalafut**

**to attend October Meetings**  
**to attend November Meetings**  
**to attend December Meetings**



## TOWN OF POESTENKILL

38 Davis Drive / P.O. Box 210  
Poestenkill, NY 12140  
(518) 283-5100 Phone  
(518) 283-7550 Fax

### Zoning Board of Appeals

### ZONING BOARD OF APPEALS September 8, 2020 Minutes Poestenkill Fire Hall

#### Attendees:

Paul Jamison, Chairman  
Kevin McGrath  
Tim Hoffay  
Susan Kalafut  
Nicole Heckelman

Chairman Jamison opened the meeting at 7:00 pm with the Pledge of Allegiance. Chairman Jamison advised the audience to sign in for contact tracing, to wear their masks and if speaking to the Board, please step away from others and speak with your mask off so that everyone can hear.

#### Public Hearings:

Louis Basle  
69 Abbott Drive

Code Interpretation  
125.-11-17.11 (14 Abbott Drive)

Chairman Jamison reads the Public Hearing Notice and recounts that the Kronau operation is located in a Residential zone, with some of the activities “grandfathered in”. Kronau attorney, Lawrence Howard, asked to address the Board. Mr. Howard thanked the Board for holding over the Hearing and he wished to set the tone for his comments. Mr. Howard stated that the Kronau business had been at its present location since before the Code was put in place – Kronau moved in 1982, the Code was adopted in 1986. He stated that everything was done by the book and in accordance with the list of building permits provided by the Code Enforcement Officer. He further stated that no one has ever complained, that the last two CEOs have confirmed that the business is “grandfathered in”, that the on-site operation has gotten smaller with only one use now and asked “How many times does Mr. Kronau have to go through this questioning?”. Chairman Jamison asked if what Kronau is doing the same. Mr. Howard said yes, that there is real estate business, excavation, maintenance, sale and service of industrial equipment. Chairman Jamison stated that there is a dispute to the sale and service portion of the business, that they cannot buy and sell other equipment that they did not previously own and use in their business. Chip Kronau stated he owns and uses all the equipment on his job sites, that there are not prospective buyers on-site looking at the equipment, that 90% of all equipment is in use. Chairman Jamison stated the Code does not allow for expansion of the non-conforming use. Mr. Howard stated that Chip sells the equipment on website. Further, he stated the business has been there for 38 years and this issue has come up several times with regards to the legal non-conforming use. He recounts how the previous Code Enforcement Officer reported to the town Board over a year ago the

business was legal and the time to have appealed that conclusion was within sixty (60) days of that report. Mr. Howard advised that should an Article 78 come up from this proceeding, he will be arguing that the appeal should have been made 60 days from the June 2019 report to the Town Board. Chairman Jamison stated that the Kronau issue should have come to the Zoning Board, not the Town Board.

Lou Basle of 69 Abbott Drive countered that Paul Barringer's report had nothing to do with the non-conforming use of the property but was a "Cease & Desist" order for the additional uses on-site. Mr. Basle refers to Code #150-76, (1), "...cannot enlarge.." and stated that at the time of Kronau purchase, the building did not exist and referenced there was two (2) separate building permits for the structure. Kevin Kronau stated one of the permits was for an addition. Mr. Basle said that you can't enlarge a structure that wasn't even there, so that was enlarging the operation. Kevin Kronau stated the structure replaced the existing building that was later converted to apartments. Chairman Jamison read the Code aloud and stated the structure could not be considered replacement, not allowed. Mr. Basle then addressed Code #150-76 (3) and presented a power point with the following: 1) Photo of site showing no building where structure was built by Kronau, 2) Screen shot of Chip Kronau website for the sales and service of industrial equipment, noting in the text on the site "...this company has 2 distinct divisions – site work/development and the sales and service of equipment, 3) Screen shot of website for Sagebrook Associates Inc., showing opportunity for truck driving jobs, 4) Quail Meadows – Kronau Group Realtors "...for everything from 90 acres to residential..". Mr. Basle stated that in accordance with Code #150-76 (3), the previous CEO issued the "Cease & Desist" order based on the additional activities, not, the non-conforming use. Mr. Howard objected to this information as inappropriate, that the issue has been discussed and decided on many times and the time limit for appealing those decisions was 60 days after decision. Resident Patrick Bradley remarked that he worked for the Kronaus 30 years ago and building was there, it is unfair to keep bringing this issue up and this is ridiculous! He feels that the Zoning Board, Planning Board and the Town Board need to get a grip, enough is enough this is people's livelihood, etc., etc. Corrine Bradley remarked that she worked for Dale Kronau from 1994-1999 and the building was there. Chairman Jamison stated it is not just about the building, there are a number of operations to be considered. Mr. Basle stated the Kronau "enlarged" the structure after constructing it, which is not allowed.

Chairman Jamison asks the audience if anyone else wishes to speak, no reply. He questions the other Board Members if they are comfortable with closing the Public Hearing and issue a ruling at next month's meeting, all Board Members agreed. Chairman Jamison closed the Public Hearing and to delay ruling to give both Mr. Basle and Mr. Kronau to submit any other documentation they would like the Board to consider. Motion to close the Public Hearing was made by Member Kalafut, was seconded by Member Hoffay and was approved by five (5) ayes, zero (0) nays and zero (0) abstentions.

*Resolution: Public Hearing closed.*





the same as the wood processing taking place at Mr. Hitchcock's operation. Complainant Patrick Wing read a statement describing in detail the detriment because of the wood operation. He gave an example of going outside on beautiful day with peace and quiet, only to have to retreat back inside, close all windows and still be disturbed by the noise and activity. Resident C. Bradley argued that there is only one outside light. Resident Steve R. Valente stated that the site is run as retail.

Neighbor Greg Panzanaro of #8 Hosler Road spoke of living there since 1996. His wife's family owned his home for a long time prior to him moving in. He stated that a couple of years ago, the Hitchcock operation began to increase, especially the sound levels, and that he wouldn't normally mind but it's now affecting the quality of life for his family. Mr. Panzanaro further stated that the Board's definition of whether it is retail sales or large processing will make a difference, that there are individuals who are impacted on a daily basis, have to go back into their house to get away from the noise. Further, he disagreed with the comment that the noise from the operation was similar to a leaf blower – that it is noisier than leaf blower, all day, day after day. Mr. Hitchcock disputed the comments in that he is not there day after day, maybe there 9 am to 1 or 2 pm on Saturday and for a few hours after his work (logging elsewhere) 3:30 to 5:30 pm. Ms. Mandel-Clemente stated that the operation is retail, not wholesale and that Mr. Hitchcock's primary business is on other property, then bringing the logs to the site to be firewood. She said that WalMart uses large trucks and heavy equipment to move items off the truck and in this scenario, no one would suggest that this is not retail. She stated that the logs are cut to customer's size, then loaded on trucks for delivery. Also, the deli store in Town gets their shipments by trucks. Mr. Zappia countered Ms. Mandel-Clemente's argument by indicating that there is substantial difference between Wal Mart versus Mr. Hitchcock, that Wal Mart is located in a commercial zone and Mr. Hitchcock is located in Residential zone (RR1). He stated that the processing is included in Mr. Hitchcock's operation, that it is not solely retail. Ms. Mandel-Clemente said that the definition of retail is an issue for the Planning Board when they are considering the Special Use Permit for Mr. Hitchcock. Robin Shelby, who previously identified herself as a former girlfriend of Mr. Hitchcock said that Mr. Hitchcock sells only firewood, that it's only retail, that the operation never starts before 8 or 9 am and that the firewood sales is a seasonal operation. Resident Steven R. Valente said this matter should be move to the Town Board and that Chairman Jamison should recuse himself as he knows Mr. Wing. Ms. Mandel-Clemente agrees that Chairman Jamison should recuse himself as it is apparent from looking through the FOIL documents that there has been much conversation about this issue prior to Mr. Hitchcock applying for Special Use Permit and it has been entirely inappropriately handled.

Chairman Jamison stated that the correspondence in the FOIL packet did not for the most part include him, that he had heard about this complaint, that he has heard multiple complaints regarding the Mr. Hitchcock's operation over the years. He stated that he is friends with the Wings. He stated that their relationship happens primarily at their children's sporting events, and that there is no financial relationship between them. Common practice among the Boards in town has been not to recuse based on this sort of relationship, only for financial relationships, and therefore does not see the need to recuse himself. Ms. Mandel-Clemente continues to question his effectiveness, his impartiality. Resident Steven R. Valente also calls on Chairman Jamison to recuse himself, that he had already made up his mind to which Chairman Jamison said that maybe he had made up his mind, but that he has

continued to listen to all the comments being made, and the other members of the board may not have made up their minds. Resident Betty Teal stated that she had not heard or seen trucks on her road before, that the speed limit is 45 mph and that it is the kids walking on road, they won't move over for the trucks, is the problem. Ms. Mandel-Clemente continues her objection to Chairman Jamison not recuing himself, that she was just given the FOIL documents, said documents not served in accordance with the statute. Town Attorney, Jack Casey, argues that the FOIL documents were given within the time limits according to FOIL, he outlines the date time line for Ms. Mandel-Clemente. Mr. Casey stated that "we're done here", that this Board's task is to give an interpretation of if Mr. Hitchcock's operation qualifies for retail. He said that is the only issue and that all of the other comments do not contribute to that task. Ms. Mandel-Clemente continues to argue with Mr. Casey. There are many negative and disparaging comments from audience. Mr. Casey stated that Bob Ryan's report was to clarify what the Planning Board was thinking regarding Mr. Hitchcock's "retail" use and that the Law is absolutely clear. If Mr. Hitchcock is not happy with the Zoning Board's decision, he can argue that with the Planning Board and if he's not happy with their decision, he can file an Article 78 – there are options available for Mr. Hitchcock.

Chairman Jamison questions the Board if they are ready to close the Public Hearing and issue their decision at next meeting. Motion made by Member Kalafut to close Public Hearing. Motion was seconded by Member Heckelman and is approved by a vote of five (5) ayes, zero (0) nays and zero (0) abstentions.

*Resolution: Public Hearing closed.*

Chairman Jamison stated that the Board will review Ms. Mandel-Clemente's response to the FOIL packet prior to voting and that he would discuss with the other Board Members if they think he should recuse himself. Board Members indicate they do not believe that Chairman Jamison should recuse himself, the matter is closed, Town Lawyer Jack Casey affirms that the Code requires recusal only in the case of pecuniary relationship. Member Hoffay said when addressing wood processing, the Code is glaring in not spelling it out this issue and strongly feels that the Town Board should address this situation. Additionally, he feels that the lack of Code to address light processing, harvesting, firewood and many other activities is detrimental to the community and that the Town Board should address Mr. Hitchcock directly. Member McGrath stated the Town Code was the generic code handed out by the NYS Department of State and that local laws are needed to change it. Further, the Commercial Light Industrial (CLI) zone was never intended to include firewood. He has heard the sounds of logging for many years and the Town Board should look at this situation as an opportunity to change, that maybe put in the Code the hours of operations – so that it is clear to everyone. Member Kalafut agreed that the Town Board should review as this is not the only operation of this kind in the Town and that the Code is not to be used in this fashion. She doesn't want to see a negative impact on how people make a living and hope Supervisor Hammond realizes there is a big gap in the Code that needs to be addressed by the Town Board. Chairman Jamison said that back when the Code was put into effect, the Town Board wanted a limited amount of commercial property, and the Code reflects that fact. He said that Mr. Hitchcock's processing is not bad, that Kronau operation is not bad, but that zoning exists to separate residential from commercial uses. Further, if there are not enough commercial property zones, then the Town Board should address that. Ultimately, everyone must be in compliance with the Code and there needs to be peace among neighbors. Member

Kalafut asked for a moment to comment that the treatment of Chairman Jamison during the meeting was appalling and showed a total lack of decorum. Chairman Jamison thanked her and the other Board Members for their support.

**Meeting Minutes:**

The Board reviewed the July 14, 2020 meeting minutes. Motion to accept the minutes as presented made by Member Heckelman, seconded by Chairman Jamison and was approved with a vote of five (5) ayes, zero (0) nays and zero (0) abstentions.

The Board reviewed the July 21, 2020 meeting minutes. Member Kalafut adds “the” before Board in first line of second paragraph. Motion to accept the minutes as corrected made by Member Kalafut, seconded by Chairman Jamison and was approved with a vote of five (5) ayes, zero (0) nays and zero (0) abstentions.

**Organizational:**

Chairman Jamison questioned Town Board Member, June Butler, if the proposed Alternate to the Board had been appointed. Answer was not yet. Secretary Kane asked to follow up with Michelle Asquith to put this item on next week’s Town Board agenda.

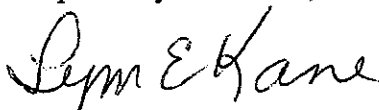
Town Board Member, June Butler, distributed her proposal to the Town Board with regard to wood processing. She stated she had reviewed same memo with the Planning Board last week and had a change to make – change “home owner” to “property owner” as there are numerous woodlots on the tax roll without a residence being present. She asked that Board Member contact her with any thoughts or suggestions.

Chairman Jamison reminded the other Board Members of the 4 hours of continuing education per year and stated there is on-line training available. A couple Board Members indicated they have certificates to hand into Secretary Kane.

Chairman Jamison asked the Board Members if they would be in favor of changing the start time of the meetings to 7 pm. Positive consensus from the other Members. Member Kalafut made the motion to change the ZBA meeting start time to 7 pm, seconded by Member Heckelman and was approved with the a vote of five (5) ayes, zero (0) nays and zero (0) abstentions. Secretary Kane directed to request Michelle changed the website accordingly.

There being no further business, a motion to adjourn the meeting was made by Member Kalafut, seconded by Member McGrath and approved by five (5) ayes, zero (0) nays and zero (0) abstentions. The meeting was adjourned at 9:15 pm.

Respectfully submitted,



Lynn E. Kane, Secretary



## TOWN OF POESTENKILL

38 Davis Drive / P.O. Box 210  
Poestenkill, NY 12140  
(518) 283-5100 Phone  
(518) 283-7550 Fax

Zoning Board of Appeals

### SPECIAL MEETING AGENDA

**Zoning Board of Appeals**  
**October 29, 2020 @ 7 pm at the**  
**Poestenkill Fire Hall, 182 Main St.**

#### MEETING OPENS – PLEDGE OF ALLEGIANCE

#### Interpretations:

<u>Louis Basle</u>	<u>Code Interpretation (Non-conforming)</u>
69 Abbott Drive	125.-11-17.11 (14 Abbott Drive)
<u>Joseph Hitchcock</u>	<u>Code Interpretation (Retail Use)</u>
137.-1-23.12	160 Lynn Rd.

Approve Meeting Minutes of October 13, 2020.

#### Other:

<b>Kevin McGrath</b>	<b>to attend October Meetings</b>
<b>Nicole Heckelman</b>	<b>to attend November Meetings</b>
<b>Susan Kalafut</b>	<b>to attend December Meetings</b>

Poestenkill Fire Company  
Custom Summary Report  
September 2020

	<u>Sep 20</u>
Expense	
Building Fuel (heating)	
East Poestenkill (propane)	227.24
Total Building Fuel (heating)	227.24
Building Maintance	
Cleaning Supplies	263.96
Total Building Maintance	263.96
Donation	500.00
Electric	
East Poestenkill	45.40
Main Station	42.04
Total Electric	87.44
Equipment	
New Equipment	2,573.03
Total Equipment	2,573.03
Fire Trucks	
Fuel	280.36
Repair & Maintance	411.68
Total Fire Trucks	692.04
Internet & Phone	112.85
Medical Supplies	26.04
Office Supplies	
Postage	64.00
Total Office Supplies	64.00
Security Alarm	65.00
Solar	3,040.46
Telephone	
East Poestenkill	43.04
Main Station	54.18
Total Telephone	97.22
Training	109.90
Water	17.98
Total Expense	<u>7,877.16</u>
Net income	<u><u>-7,877.16</u></u>

**Poestenkill Fire Company**  
**Custom Summary Report**  
 July through September 2020

	Jul - Sep 20
<b>Income</b>	
Reverse Monthly Charge	72.00
<b>Total Income</b>	72.00
<b>Gross Profit</b>	72.00
<b>Expense</b>	
Bank Service Charge	74.00
Building Fuel (heating)	
East Poestenkill (propane)	227.24
<b>Total Building Fuel (heating)</b>	227.24
Building Maintance	
Cleaning Supplies	263.96
Refuse	143.10
<b>Total Building Maintance</b>	407.06
Donation	500.00
Electric	
East Poestenkill	90.80
Main Station	84.08
<b>Total Electric</b>	174.88
Equipment	
New Equipment	4,506.29
Repair & Maintance	1,549.44
<b>Total Equipment</b>	6,055.73
Fire Trucks	
Fuel	1,098.94
Repair & Maintance	1,189.75
<b>Total Fire Trucks</b>	2,288.69
Internet & Phone	338.53
Medical Supplies	77.28
Office Supplies	
Postage	64.00
Office Supplies - Other	11.66
<b>Total Office Supplies</b>	75.66
Porfessional Services	1,100.00
Security Alarm	260.00
Solar	3,040.46
Telephone	
East Poestenkill	128.02
Main Station	162.56
<b>Total Telephone</b>	290.58
Training	109.90
Water	47.18
<b>Total Expense</b>	15,067.19
<b>Net Income</b>	<b>-14,995.19</b>

## Poestenkill Fire Company Custom Summary Report January through September 2020

	Jan - Sep 20
<b>Income</b>	
Income Donation	40.00
Insurance Check	19,507.24
Reverse Monthly Charge	72.00
Sale of Equipment	12,200.00
Town Contract Money	321,777.96
Transfer from Memorial Fund	10,000.00
<b>Total income</b>	<b>363,597.20</b>
<b>Gross Profit</b>	
	363,597.20
<b>Expense</b>	
Amazon	291.45
Awards	2,811.43
Bank Service Charge	84.00
Building Fuel (heating)	
East Poestenkill (propane)	1,419.53
Main Station (Propane)	7,355.47
<b>Total Building Fuel (heating)</b>	<b>8,775.00</b>
Building Maintance	
Cleaning Supplies	691.00
Main Station	5,257.80
Refuse	727.40
<b>Total Building Maintance</b>	<b>6,676.20</b>
Code 100	67.30
Donation	500.00
Electric	
East Poestenkill	227.00
Main Station	210.20
<b>Total Electric</b>	<b>437.20</b>
Equipment	
New Equipment	37,678.92
Repair & Maintance	6,224.35
<b>Total Equipment</b>	<b>43,903.27</b>
Fire Prevention	192.00
Fire Trucks	
Fuel	2,907.01
Repair & Maintance	28,837.34
<b>Total Fire Trucks</b>	<b>31,744.35</b>
Funerals	85.00
Insurance	
Accident & Sickness	1,128.00
Workman's Compensation	13,444.93
insurance - Other	23,666.11
<b>Total insurance</b>	<b>38,239.04</b>
Internet & Phone	1,010.36
Laboratry License Fee	200.00
Loan Payments Fire Truck	39,419.27
Medical Supplies	3,442.83
Memorial Day	95.00
Memorial Donation	220.00
Miscelianous	2,071.86
Office Suppiies	
Postage	284.00
Office Supplies - Other	562.03
<b>Total Office Suppiies</b>	<b>846.03</b>



2:44 PM  
10/04/20  
Accrual Basis

**Poestenkill Fire Company**  
**Custom Summary Report**  
**January through September 2020**

	<u>Jan - Sep 20</u>
Physicals	740.00
Professional Services	5,350.00
Reimbursement	92.27
Security Alarm	650.00
Solar	3,726.03
Sponsorship	250.00
Telephone	
East Poestenkill	379.04
Main Station	510.50
<b>Total Telephone</b>	<b>889.54</b>
Training	1,770.18
Transfer to Memorial Fund	20,000.00
Transfer to Vehicle Replacemen	80,000.00
Water	113.39
Water Tax	365.13
<b>Total Expense</b>	<b>295,058.13</b>
<b>Net Income</b>	<b><u>68,539.07</u></b>

At a duly convened Special Meeting of the Town Board of the Town of Poestenkill in the County of Rensselaer conducted at the Sullivan VFW Post on October 15, 2020 at 7:00 p.m.

**RESOLUTION NO. \_\_\_ OF THE YEAR 2020:**

---

**IN THE MATTER OF ADOPTING REVISED  
RETENTION AND DISPOSITION SCHEDULE  
FOR NYS LOCAL GOVERNMENT RECORDS**

---

**WHEREAS** accumulated files for the various offices and agencies occupy very limited space in Town Hall, and

**WHEREAS** from time to time the Town must discard files to make room for ongoing business and recently completed matters, and

**WHEREAS** New York State has promulgated regulations for disposing municipal records under Article 57-A of the Arts and Cultural Affairs Law, containing legal minimum retention periods and other parameters for the disposal of outdated, valueless records,

**NOW BE IT THEREFOR RESOLVED** the Poestenkill Town Board hereby adopts the revised Retention and Disposition Schedule for New York Local Government Records (LGS-1), which is effective August 1, 2020 and issued pursuant to Article 57-A of the Arts and Cultural Affairs law, and containing legal minimum retention periods for local government records for use by all town officers in legally disposing of valueless records listed therein; and be it further

**RESOLVED** that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; and
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

MOVED BY:

SECONDED BY:

VOTED UPON AS FOLLOWS:

Councilwoman June Butler: Yes \_\_\_ No \_\_\_

Councilman David Hass: Yes \_\_\_ No \_\_\_

Councilman Harold Van Slyke: Yes \_\_\_ No \_\_\_

Councilman Eric Wohlleber: Yes \_\_\_ No \_\_\_

Supervisor Keith Hammond Yes \_\_\_ No \_\_\_

Prepared and approved  
as to form by:  
John T. Casey, Esq.,  
Town Attorney

At a duly convened meeting of the Town Board of the Town of Poestenkill in the County of Rensselaer, State of New York, conducted at the Sullivan VFW Post, Poestenkill, at 7:00 P.M. on the 15<sup>th</sup> day of October 2020.

**RESOLUTION NO. \_\_ OF 2020**

---

**CLASSIFYING THE CREATION OF A POESTENKILL AMBULANCE DISTRICT UNDER THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA), DESIGNATING THE TOWN BOARD AS “LEAD AGENCY” AND, PURSUANT TO AN ENVIRONMENT ASSESSMENT, ISSUING A NEGATIVE DECLARATION**

---

***WHEREAS***, pursuant to an August 6, 2020 Town Board resolution, a “Map, Plan and Report” (MPR) concerning the creation of the Poestenkill Ambulance District with the requisite information required by Town Law 209-c was filed with the Town Clerk August 13, 2020 in compliance with Town Law 209-e; and

***WHEREAS***, a duly noticed public hearing was held September 17, 2020, and by resolution on that date the Town Board created the Poestenkill Ambulance District subject to a referendum (Town Law § 94); and

***WHEREAS***, the creation of an ambulance district constitutes an “unlisted action” under SEQRA; and

***WHEREAS***, the Town Board is considered “lead agency” under 6 NYCRR § 617.2 (v) and 617.6 (b)(1) as “the involved agency principally responsible for carrying out, funding or approving an action;” and

***WHEREAS***, under 6 NYCRR § 617.2 (ae) the Poestenkill Town Board is also considered “project sponsor;” and

***WHEREAS***, the Poestenkill Town Board accepts lead agency and project sponsor status and has prepared an Environmental Assessment Form (EAF) for such unlisted action; and

***WHEREAS***, the Town Board has duly considered all facts presented, and has determined from preparing the EAF, as well as from public comments at Town Board meetings and the public hearing, that there will be no adverse impact in establishing the Poestenkill Ambulance District,

***NOW BE IT HEREBY RESOLVED***, that the Town Board as lead agency hereby issues a negative declaration for the establishment of the Poestenkill Ambulance District, and that notice of such negative declaration be duly published in the Environmental Notice Bulletin as required by notices as required by ECL 8-0113(2)(i), 6 NYCRR Part 617.12 (c)(1).

MOVED BY: \_\_\_\_\_

Prepared and approved as to form by:  
John T. Casey, Town Attorney

SECONDED BY: \_\_\_\_\_

VOTED UPON AS FOLLOWS:

Councilwoman June Butler: \_\_\_\_\_

Councilman David Hass: \_\_\_\_\_

Councilman Harold Van Slyke: \_\_\_\_\_

Councilman Eric Wohlleber: \_\_\_\_\_

Supervisor Keith Hammond: \_\_\_\_\_

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

<p>5. Is the proposed action,</p> <p>a. A permitted use under the zoning regulations?</p> <p>b. Consistent with the adopted comprehensive plan?</p>	<p>NO</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>N/A</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?</p> <p>If Yes, identify: _____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>8. a. Will the proposed action result in a substantial increase in traffic above present levels?</p> <p>b. Are public transportation services available at or near the site of the proposed action?</p> <p>c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?</p>	<p>NO</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p>9. Does the proposed action meet or exceed the state energy code requirements?</p> <p>If the proposed action will exceed requirements, describe design features and technologies:</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>10. Will the proposed action connect to an existing public/private water supply?</p> <p>If No, describe method for providing potable water: _____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>11. Will the proposed action connect to existing wastewater utilities?</p> <p>If No, describe method for providing wastewater treatment: _____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?</p> <p>b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?</p>	<p>NO</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p>13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?</p> <p>b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?</p> <p>If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES
If Yes,	<input type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO	YES
If Yes, explain the purpose and size of the impoundment: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: _____ Date: _____		
Signature: _____ Title: _____		



**Full Environmental Assessment Form**  
**Part 2 - Identification of Potential Project Impacts**

Agency Use Only [If applicable]

Project :   
 Date :

**Part 2 is to be completed by the lead agency.** Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency and the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

**Tips for completing Part 2:**

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer "Yes" to a numbered question, please complete all the questions that follow in that section.
- If you answer "No" to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box "Moderate to large impact may occur."
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the "whole action".
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

<b>1. Impact on Land</b> Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <i>If "Yes", answer questions a - j. If "No", move on to Section 2.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

**2. Impact on Geological Features**  
 The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g)  NO  YES  
*If "Yes", answer questions a - c. If "No", move on to Section 3.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____ _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

**3. Impacts on Surface Water**  
 The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h)  NO  YES  
*If "Yes", answer questions a - l. If "No", move on to Section 4.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

I. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------	--	--------------------------	--------------------------

<b>4. Impact on groundwater</b> The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t) <i>If "Yes", answer questions a - h. If "No", move on to Section 5.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>		
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>		
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>		
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>		
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>		
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>		
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>		
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

<b>5. Impact on Flooding</b> The proposed action may result in development on lands subject to flooding. (See Part 1. E.2) <i>If "Yes", answer questions a - g. If "No", move on to Section 6.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>		
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>		
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>		
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>		
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>		

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------	--	--------------------------	--------------------------

6. Impacts on Air			
The proposed action may include a state regulated air emission source. (See Part 1. D.2.f., D.2.h, D.2.g) <i>If "Yes", answer questions a - f. If "No", move on to Section 7.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO <sub>2</sub> ) ii. More than 3.5 tons/year of nitrous oxide (N <sub>2</sub> O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF <sub>6</sub> ) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

7. Impact on Plants and Animals			
The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) <i>If "Yes", answer questions a - j. If "No", move on to Section 8.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>8. Impact on Agricultural Resources</b>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
The proposed action may impact agricultural resources. (See Part I. E.3.a. and b.) <i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>9. Impact on Aesthetic Resources</b> The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>10. Impact on Historic and Archeological Resources</b> The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places.	E3e	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
e. If any of the above (a-d) are answered "Moderate to large impact may occur", continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	<input type="checkbox"/>	<input type="checkbox"/>
ii. The proposed action may result in the alteration of the property's setting or integrity.	E3e, E3f, E3g, E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>

<b>11. Impact on Open Space and Recreation</b>			
The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If "Yes", answer questions a - e. If "No", go to Section 12.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may result in an impairment of natural functions, or "ecosystem services", provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b, E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c, E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>12. Impact on Critical Environmental Areas</b>			
The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <i>If "Yes", answer questions a - c. If "No", go to Section 13.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

**13. Impact on Transportation**  
 The proposed action may result in a change to existing transportation systems.  NO  YES  
 (See Part 1. D.2.j)  
*If "Yes", answer questions a - f. If "No", go to Section 14.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

**14. Impact on Energy**  
 The proposed action may cause an increase in the use of any form of energy.  NO  YES  
 (See Part 1. D.2.k)  
*If "Yes", answer questions a - e. If "No", go to Section 15.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

**15. Impact on Noise, Odor, and Light**  
 The proposed action may result in an increase in noise, odors, or outdoor lighting.  NO  YES  
 (See Part 1. D.2.m., n., and o.)  
*If "Yes", answer questions a - f. If "No", go to Section 16.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>



d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>16. Impact on Human Health</b>			
The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.)		<input type="checkbox"/> NO	<input type="checkbox"/> YES
<i>If "Yes", answer questions a - m. If "No", go to Section 17.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>17. Consistency with Community Plans</b> The proposed action is not consistent with adopted land use plans. (See Part 1. C.1, C.2. and C.3.) <i>If "Yes", answer questions a - h. If "No", go to Section 18.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a.	The proposed action's land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	<input type="checkbox"/>	<input type="checkbox"/>
b.	The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	<input type="checkbox"/>	<input type="checkbox"/>
c.	The proposed action is inconsistent with local land use plans or zoning regulations.	<input type="checkbox"/>	<input type="checkbox"/>
d.	The proposed action is inconsistent with any County plans, or other regional land use plans.	<input type="checkbox"/>	<input type="checkbox"/>
e.	The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	<input type="checkbox"/>	<input type="checkbox"/>
f.	The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	<input type="checkbox"/>	<input type="checkbox"/>
g.	The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	<input type="checkbox"/>	<input type="checkbox"/>
h.	Other: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

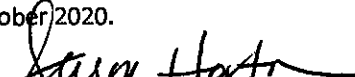
<b>18. Consistency with Community Character</b> The proposed project is inconsistent with the existing community character. (See Part 1. C.2, C.3, D.2, E.3) <i>If "Yes", answer questions a - g. If "No", proceed to Part 3.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a.	The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	<input type="checkbox"/>	<input type="checkbox"/>
b.	The proposed action may create a demand for additional community services (e.g. schools, police and fire)	<input type="checkbox"/>	<input type="checkbox"/>
c.	The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	<input type="checkbox"/>	<input type="checkbox"/>
d.	The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	<input type="checkbox"/>	<input type="checkbox"/>
e.	The proposed action is inconsistent with the predominant architectural scale and character.	<input type="checkbox"/>	<input type="checkbox"/>
f.	Proposed action is inconsistent with the character of the existing natural landscape.	<input type="checkbox"/>	<input type="checkbox"/>
g.	Other impacts: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

TOWN CLERK'S MONTHLY REPORT

Town of Poestenkill, New York

September 2020

To THE SUPERVISOR: Pursuant to Section 27, Subd. 1, of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the payment of

	Conservation Fees to the Town:	\$ 540.49
	Marriage License 4 @ \$ 7.50	\$ 30.00
	Marriage Certificate 4 @ \$10.00	\$ 40.00
A1255	Total Town Clerk Fees	\$ 610.49
A-1090	Penalties/Interest	\$
A1289	Registrar	\$ 60.00
A2655	Minor Sales – Copies (certified copy) –	\$ 10.00
A2544	Local Fee for Dogs –	43.00
A2115	Planning Board Fees - \$ 757.00	ZBA Fees - \$
A2555	Building Permits	\$ 1325.00
A-2501	Junkyard License	\$ 100.00
2110	Water Benefit Charge	\$
A2720	Water Meter Fee - \$550.00	
A2240	Misc. Water Charges -	
A2710	Water Permit Fee - \$ 120.00	
1001	Water Billing - \$5162.81	
	<b>TOTAL WATER CHARGES</b>	<b>\$5,832.81</b>
	<b>REVENUE TO SUPERVISOR</b>	<b>\$8,738.30</b>
	Amount paid to State Comptroller for Games of Chance License	\$
	Amount paid to DEC for Conservation Licenses	\$10,247.51
	Amount paid to AG & Markets for fee for unsprayed/unneutered Dog program	\$ 8.00
	Amount paid to State Health Dept. for Marriage Licenses	\$ 90.00
	<b>TOTAL DISBURSED</b>	<b>\$10,345.51</b>
	<b>Kelth Hammond, Town Supervisor</b>	\$
	<b>TOTAL AMOUNT RECEIVED BY CLERK</b>	<b>\$19,083.81</b>
<p>State of New York, County of Rensselaer, Town of Poestenkill, Susan Horton being duly sworn says that she is the Clerk of the Town of Poestenkill the foregoing is a full and true statement of all Fees and Moneys received by her during September. Fees the application and payment of which are otherwise provided by law subscribed and sworn to before me this 7th day of October 2020.</p> 		



# Town of Poestenkill

## Assessor's Office

P.O. Box 210 38 Davis Drive  
Poestenkill, NY 12140  
518-283-5100 Ext. 101

TO: POESTENKILL TOWN BOARD

FROM:  Betsy Pinho, Assessor

RE: Assessor's Report September 2020

We received several inquiries regarding the September school tax bills. Most issues were related to the increase in school district tax rates.

We continue to receive new deeds from the County. We mail letters to new homeowners informing them on how to register for the STAR Credit through New York State.

We have started to prepare for mailing exemption renewal applications. We will encourage residents to return their forms and documentation by mail to avoid numerous residents coming in person to Town Hall.

All other Assessor's Office functions, such as processing deeds and building permits, responding to resident inquiries, and updating the Real Property System, continue as normal.

cc: Susan Horton, Town Clerk

Town of Poestenkill  
Office of the Water Department  
P.O. Box 210  
Poestenkill, NY 12140

Memorandum

To: Town Supervisor- Keith Hammond  
Town Board Members – June Butler, David Hass, Harold Van Slyke,  
Eric Wohlleber (Deputy Town Supervisor)  
Town Attorney – Jack Casey

From: Robert L. Brunet, P.E. - Water Manager / 811 Operations *RLB*

Date: October 8, 2020

RE: Monthly Activities (September - October)

**OVERVIEW:**

**In both the Water and the 811 disciplines all our requirements were met or exceeded during this period without any major problem. Our biggest challenge, with the most potential budgetary benefit to Poestenkill is our success over the next year on reducing unaccounted-for water by successful leak locating and repair efforts. For every small leak (a typical curbstop/service line leak) 6,000 to 10,000 gallons per day are lost, costing us up to \$17,000 annually.**

**“SPECIAL THOUGHTS ON PREVENTING WATER MAIN BREAKS”**

In past issues of my monthly reports and other special publications (including the New York Rural Water Association Quarterly Magazine) the methodology of water operational procedures has been discussed, but the benefits in eliminating the causes of major water main breaks, in my opinion, have not been sufficiently stressed or implemented in some cases. In a recent issue of the NYRWA (New York Rural Association) Quarterly publication **a new approach developed here in Poestenkill** was discussed (using GPS elevations at critical system locations such as hydrants); **we found two large water leaks as a result of using this new and successful approach.**

We have seen many water main breaks in recent times in surrounding towns such as Schenectady, Troy, Petersburg, North Greenbush, Albany, etc. In my past reports I have detailed our operational approach to handling the Troy and the North Greenbush

breaks so that they did not impact our Poestenkill customers, and our procedures have worked very well. Furthermore, we have detailed such basic procedures as leak locating and repair, elimination of water “hammering”, valve “feathering”, proper use of VSRs (variable speed drives), proper pump and motor cycling, and other important procedures. If a relatively small leak at a critical location in a system is not repaired today, it will be tomorrow’s major problem and very possibly cause a water main break. Continued “hammering” in a system will slowly but surely create a leak, and high internal system pressure will help to turn that small leak into a major problem. In addition to the financial impact on the water provider, it is important to recognize the negative impact on the public by loss of water availability and low water pressure, as well as the problem of closing off sections of the roadway for repairs.

The reason I reviewed some of our procedures here is to stress that proper operational procedures of a water system can have a significant service and cost impact on a town and too often system water operators either do not know or do not adhere to the basic principles of system operations. You can be sure that our Poestenkill Water Team will continue to apply all of these correct procedures to help ensure uninterrupted service, thereby minimizing costly repairs to the Town.

#### **LEAK LOCATING:**

I want to mention, FYI, that I recently discussed our continued emphasis on leak locating with Rich Winters and Morris Coolidge (the leak locating experts from the NYRWA who have helped us in the past) and was assured that we will continue to have the NYRWA leak locating services, free of charge next year. I anticipate that in the spring we will be embarking on a significant leak locating effort and we are gearing up our planning for this undertaking. **Again, I believe that our success in leak locating in 2021 will be the single most important factor in meeting our budget. For example, if we did not find the major leak at 128 Main Ave (across from Dino Lisa) the Town’s expenses would have increased this year by \$60,000 annually for this one leak alone (and each subsequent year)! For every 1,000 gallons of wasted water we pay Troy and Brunswick approximately \$4.43. To put this into perspective, from 2010 we were able to reduce our lost water from 55% in 2011 to 11% in 2015. The AWWA has viewed anything less than 15% as “acceptable” and we achieved that goal by several years of dedicated and successful leak locating efforts. There was very little routine leak locating work done in most of 2016 and all of 2017, and half of 2018. We have successfully focused attention on leak locating in late 2019 and 2020, thereby saving Poestenkill annualized wasted expenditures of over \$100,000 (Attachment #4). Many do not recognize that this focus must be continual to find and fix past and newly recurring leaks. The process and success in Poestenkill takes time because of our facility makeup. You may recall that in 2019 we paid New York Leak Locating \$3,200 for two days work with no positive results. They are a quality organization but simply were unsuccessful. This exemplifies why we have successfully taken on this responsibility ourselves with the very good (and free) help of the New York Rural Water Association.**

## **2021 WATER DEPARTMENT AND 811 OPERATIONS BUDGET:**

We have submitted to the Town Board a “solid” budget request for 2021. **Over 82% of our overall budget is “Mandatory”, not “Discretionary” meaning that this money must be spent;** examples include repayment of our debt service for the initial water system construction (\$195,400), water supply payments to Troy and Brunswick and power and pumping costs (\$124,300), and other mandatory expenses not able to be reduced. We have submitted the “Discretionary” portion of our request with a keen approach of conservatism which does not jeopardize our Water Department’s ability to provide the **safe quality of water at a reasonable cost** which our residents deserve. As a matter of fact, Poestenkill’s salaries for the **“Grade C Water Operator”** job (Water Manager job) and also for the **811 Operator** job are kept at less than half the Average Job Salaries for the same job in Rensselaer County, according to The Google search; although salary is important, our main motivator is doing a quality job for our residents. FYI, the NYSDOH requires, by law (The New York State Sanitary Code Subpart 5-4, Public Water Systems), that Poestenkill’s Water Operator be licensed as a **NYS “Grade C Water Operator”**. This license is usually obtained after a candidate completes a seven month correspondence course (provided by the NYRWA) or similar formal training, works (6 months) under the direct supervision of a licensed NYS operator and passes a written test administrated by the RCDOH. NYSDOH will not permit “learning on the job” unless it is under the direct supervision of a licensed operator (designated the “Operator In Charge” by the NYSDOH), because of public safety concerns. It is for this reason that I am presently grooming my future replacement. Obviously, these conditions are for the **safety of our drinking water, our most important responsibility** . We strongly believe in this philosophy and we do not take any “shortcuts” in our operations . **Additionally, the single most important factor in budget reduction in 2021 and future years is our success in reducing our unaccounted-for water by continued leak locating.**

## **NOTICE FROM THE DEPARTMENT OF PUBLIC SERVICE (DOS/LOCAL GOVT. SVC)**

The Town has received notice regarding “Protecting Residential Utility and Municipal Customers During the COVID – 19 Pandemic ( Attachment #3) which limits the Town’s ability to collect overdue bills. **It also mandates that the Town notify our residential customers of these protections.** We will be guided by our Town Attorney and by the Town Board to ensure that our approach protects the Town. We have already posted this notice on the Town Website (under the NEWS category). This notification is obviously inconsistent with Poestenkill’s Local Law # 220-31, thereby hampering our overdue bill collection abilities.

## WATER REPORT:

**From an overall viewpoint everything is going quite well. Looking ahead I want to stress again that, in my opinion and other than maintaining the safe quality of our water, the single most difficult and necessary challenge we have is finding and repairing the leaks in our system., One special project which we have been studying is the use of “Computerized Correlation Testing” to help find leaks in our system, including the residents’ service line. Other methodologies being studied include “Testing Time Domain Reflectometry”.** Our system design is a deterrent to finding leaks, relying on equipment dependent upon acoustics or metallics. We have a mixture of DIP (ductile iron pipe), PVC or HDPE (plastics), and Copper in our system; this mixture of materials makes leak locating very challenging. We have been working with Eastcom on evaluating their family of testing units, but to date these units are by far too expensive. We are exploring other more cost effective alternatives to purchasing. **I estimate that if we can find and repair the estimated 4 to 6 leaks in our system we can conservatively save an estimated \$ 33,000 annually budget expenses. This is why we have been and continue to be so motivated on our leak detection efforts!**

We have requested that Jack Casey prepare the resolution for the Town Board’s consideration of an increase, effective 1/1/2021, to our rate per thousand gallons of water from the present charge of \$4.90 per 1,000 gallons to \$5.00 per 1,000 gallons. This a 2% increase which equates to an increase of approximately \$ .50 per month per resident bill. This increase is required to better cover our operating costs. As you know, we go to great extents to minimize our water costs to our residents; as a matter of fact, Poestenkill is one of the least costly water municipalities in the area, but this increase is required.

**Due to the fact that Bender St. Peters Laboratory closed operations on October 1<sup>st</sup> and will not be providing any future analytical testing (we have been using them for over ten years), we were forced to make arrangements with another RCDOH approved laboratory for our testing.** After much investigative research and evaluation we have made arrangements with the JH Consulting Group (in Loudonville) to perform all our Microbiological Testing including Total Coliform / E.coli (qualitative and quantitative), Enterococcus (qualitative and quantitative), Plate Count and Feral coliform testing. Their prices are competitive, and they are represented as a reliable and quality testing organization. They are fully certified by the RCDOH. We have, so far, used them only once, for our Coliform and Escherichia coli testing on October 2<sup>nd</sup> and were pleased with their performance. We have recently had some input that the Bender Labs could possibly reopen in November 2020. If this happens, then we will seriously consider staying with Bender Labs for our future testing requirements, because of our long term very positive experiences with them. We will keep you informed.

As noted in past reports, I expect that the NYSDOH will increase testing requirements in 2021 in New York State. At this point, based upon my knowledge of



potential NYSDOH and legislative efforts, I believe, that based upon Poestenkill's excellent past testing performance, that Poestenkill will likely avoid significant additional testing requirements and most of the resulting additional costs. This is important because of budgetary constraints. If this changes, I will keep you informed.

We completed the third quarter meter readings for all our 400 customer accounts on September 23<sup>rd</sup> and I am delighted to report that this process went better than any of our past experiences, even though we are now using the new Hot Rod meter reading system, new meters, and new software and hardware required for our new generation of meters. This billing information was put into the BAS billing system by Sue Horton; Sue then performed the very time consuming functions of sending out the bills and collecting our monies, as well as sending out late notices to delinquent individuals. As a help to our residents (based upon our computer analysis) who had apparent excess water usage we are sending out a notification, "**IMPORTANT NOTICE**", for their information describing how they can easily determine if they have a water leak; we have done this in the past successfully and worked with our residents on finding their leaks; they were appreciative of our efforts. As a matter of fact I just received a call from a resident who lives on Plank Road requesting our assistance in locating his leak. We were happy to help. (ATTACHMENT #1)

We have recently had an increase in overdue bills. On each of these we contact the customer and attempt to reach a reasonable payment accommodation. We believe that this situation is partially due to the COVID 19 virus, but some are just habitually "late payers". We are fervently pursuing this issue, consistent with the requirements detailed in the **NOTICE FROM THE DEPARTMENT OF PUBLIC SERVICE (DOS/LOCAL GOVT. SVC)**, and will keep you informed of our results.

### **A GOOD PAST DECISION BY THE TOWN BOARD IN 2019. WE ARE NOW REAPING THE REWARDS:**

When the Town Board made the decision at the end of 2019 regarding the special meter package offer we chose to purchase the Bronze Bodied Meters as opposed to the Composite Meters. Based upon the Product Bulletin which we just received from Mueller Systems stating that they were discontinuing the manufacturing of the composite meters and offering the Bronze Bodied meters as their "**preferred product choice**", this 2019 decision to select Bronze Bodied Meters was a wise decision by the Town Board (approximately a two year inventory). This means that our present inventory of meters falls into the classification of the "**preferred product choice**". It is also noteworthy that for every new meter we install we now receive a profit of \$275 to the Town, due to the "deal" which we negotiated last Fall **resulting in additional revenues to Poestenkill over the next two years of \$8,800 from the 32 new meters in our inventory without any additional expenses.**(ATTACHMENT #2).

## **RESIDENT ISSUES AND REQUESTS THIS PERIOD:**

We handled a number of customer “excessive water usage” problems and the associated billing issues; Most issues were positively resolved, and most of the residents paid their outstanding bills, with certain exceptions which we are “working” on. The larger bills, including “out of district” users, have been paid (including the interest which the Town Board recently approved) This required interest payment for late “out of district” users removed the prior incentive to hold off paying the bill, in one instance for over a year.

I also want to mention that, as a result of our analysis of our quarterly billing report for each of our residents’ quarterly water consumption we frequently identify excessive water usage on a resident line, thereby indicating a water leak. Our analysis is not only based upon increased customer usage but also on **the timing** of this excess usage; normal water usage is during the daytime and evening hours, but a leak is 24 hours per day, thereby providing analysis information. We have been very successful in alerting residents to toilet leaks and other leakages on their property. It is noteworthy that a 1/32” leak size wastes approximately 6,000 gallons water per month, at a monthly cost of approximately \$30. A 1/16” leak size wastes approximately 25,000 gallons water per month, at a cost of approximately \$125. (according to the Master Meter Company’s publication “SMALL LEAKS BIG LOSSES”). As one specific recent example of this, on October 1<sup>st</sup> we were able to help a resident isolate and identify the leak in his home to one of his two toilets. His last quarterly bill was \$112.80. I estimated that based upon his normal household usage his bill should have been approximately \$47; therefore his leak cost him an additional \$65.80. We were able to find the leak and he was very appreciative and he e-mailed me the same day to say **“Hi Bob, this is Don Hughes, first of all I want to thank you for your help with identifying the leaky toilet in my house that’s causing the inflated water bills. I appreciate your help so much. Can you tell me the parts I need to replace again. I have shut off the toilet in question until I repair it. Thank You”** This is a part of our job which really makes the day worthwhile when we can help a resident and he appreciates it!

## **STATUS OF SPECIFIC NORMAL WATER OPERATIONAL FUNCTIONS:**

We are working with a number of contractors regarding new water service line installation requirements. These work functions include permit issuance, discussing our technical equipment requirements with the contractor, providing the necessary equipment to the owner, and performing at least 3 to 4 inspections at each location to insure proper excavation depth, proper “rough” underground plumbing, the required 15 minute 100 psi static water pressure test and line flushing, and the Final Inspection required to insure that all Town and NYS installation requirements have been met. We then finalize the installations by formalizing the account information into our data bases for record and billing operations.

We are presently working on six new installations, at 15 Pine Bowl Road, 284 Snyders Corner Road, 12 Empire Drive 15 Dino Lisa Drive, 151 Plank Road, and 84 Plank (requiring a "Wet Tap" into our Water Main), and others in the Quail Meadows subdivision.

The 84 Plank Road installation was unique in that there was no curbstop installed for the residence (a rental home, offset from the roadway) when our facilities were originally constructed. This request to connect to Municipal Water was precipitated by their well malfunctioning. This unique installation required that the owner contract to horizontally bore under Plank Road and then dig up our water main and install a "wet tap" (drilling into our water main pipe and installing a "corporation" valve), then running an underground line and installing a "curbstop". The normal process then ensues for installation of the water service line and all associated equipment. We have been working with the owner and his contractor to insure all of Poestenkill's and the NYSDOH requirements were adhered to; this is a very time-consuming undertaking. Unfortunately, at this time, the contractor was unable to bore under Plank Road due to large rocks, and they are approaching the County Highway people for permission to dig across the road. I will keep you informed of the situation but I am dubious of the contractor obtaining the RCDOT permission.

We have continued working on the 8 lot major subdivision proposed by Victor Gush and have been helpful to their engineer Bob (518-573-9961) in the design of the water system which will be connecting to our municipal water main facilities on Route 355. **It should be noted that as the project proceeds, we will be billing the subdivision for the required Professional Engineering services (provided by me) in connection with the Water Facilities, including interacting with the RCDOH. This is the same approach which we used with both Lochvue and Quail Meadows, where we charged and collected \$5,000 from each subdivision. This is an efficient approach which we initiated several years ago and saves the developer significant engineering and inspection costs paid to outside engineering firms, while at the same time bringing additional revenues into Poestenkill; it is a "win-win" situation. We recently learned that Mr. Gush has passed on. I spoke to the project's engineer, Bob, on 9/18 and he said that he did not believe that the project would be impacted but that he would keep me informed. If there is any change in the project status I will let you know.**

We have also been working with other Town organizations regarding potential Town Code violations and other issues involving FEMA, the DEC, and the various Town Boards. Some specific items are Keyhole Lots – Setback requirements, Drainage District Law (111), Water district Law (220), Lot Line Adjustment issues, Local Law updating, etc.

We have been working with Chip Kronau on the design for the water facilities in the Phase 3 of the Quail Meadow subdivision. We are presently performing the required inspections as the construction proceeds and are coordinating with the RCDOH. Our inspections and Chip Kronau's progress are all going very well. On 9/11/20 we inspected the new water main line for Phase 3; the results were excellent, maintaining a pressure of 150 psi for over two hours, thereby satisfying our standards. Basically, after the

satisfactory chemical testing by the labs, we will then be testing the new curbstops as they are installed. The final series of tests will be performed when the service lines are installed from the curbstop to the houses.

We are also creating the required Town records for ongoing operations.

We completed four new water installations to residents' homes this period and are currently working on six others which are "in-progress".

We performed the periodic inspections of our water tank on Hinkle Road, both the interior and the exterior; all is well.

One of our LMI chlorine pumps was operating sporadically; we rebuilt it and cleared a calcium blockage in the high pressure line feeding the water main pipe exiting the Pump Station. It is now running properly. During this pump "down time" period we utilized our backup pump to ensure the uninterrupted chlorination process.

We are investing major efforts on locating water leaks in the underground plant. We have been very successful with our past efforts and we are dedicated to improving our "lost water" performance and saving Poestenkill unwarranted costs. Unfortunately, most of our work needs to be done on an "out of normal hours" basis because of street traffic as well as customer water usage. This is an ongoing continuous operation and we will keep you informed of our progress. **Once again, I consider this to be one of our major areas of concern in 2021 and we will aggressively address it.**

We have mentioned pump station "cycling" in past reports. Due to recent non-standard cycling patterns, we spent considerable time and efforts this period working on this operation. Over this past weekend we again completed our periodic "pump cycling tests" and routine maintenance work (pumps on and off, and also transferring from pump #1 to pump #2, etc.). I am pleased to report that our system is presently working well and that the proper "cycling" of our two main pumps is also performing very well, as is the Tigerflow computer control system. This is an ongoing maintenance effort.

We picked up required items from Tremont for the Water District operations.

Performed the daily chemical water tests (at Town Hall) and added the necessary sodium hypochlorite (12.5 %) to our system (at the Pump Station) as required by the NYSDOH and NYS law (seven days/week).

Performed daily (24/7) overall inspections of the Pump Station to ensure operational performance.

Documented the periodic high and low meter readings at the underground metering vault pits (at Creek Road and Spring Avenue Extension) to be used in evaluating our water supply, usage, and leakage. These readings represent the volume of water supplied from Troy and Brunswick and are used in conjunction with other readings taken throughout the water system to identify problems and also to substantiate the billing which we receive from Troy and Brunswick every six months.

Our main operational focus, as mentioned earlier, is the quality and safety of the water supplied to our residents. I am happy to report that all of our test results during these last two months were returned from Bender Labs and from the JH Consulting Group (with a copy automatically sent to the RCDOH) and all were satisfactory.

We have been working on our “record maintenance” efforts to keep up with the changes necessary to the Water System records, as a result of the new meters and the computer programs newly introduced in 2020. I should also mention, FYI, that the new meters require a different “initial “set up” procedure by us prior to being placed in service. This includes “magnetizing” the antenna module, verifying the unit’s internal wiring (using the new hand held Mueller Mi. Net unit), and taking an initial reading.

Periodically, tested the LMI automatic pump transfer system at the Pump Station for “automatic tank transfers” when liquid runs out in a given tank. This involves determining the trouble locations and repairing the clogged piping, the line pickup “foot valves” and screens, and the transfer switch between the tank and the 6” high pressure injection line. This action was a follow-up to the repairs we recently made to the system last month to insure proper system component operation. All tests were OK.

Continued field testing curbstops and street valves for leakage. This is an ongoing process.

Performed required NYSDOH functions for our system; for example, take daily (7 days per week) water pumping volume data at the Pump Station, add chlorine as required, and test water samples at Town Hall. This daily test measures “Free Chlorine Residual At Entry Pt.” and measures the Chlorine level as a deterrent to E-coli. This 7 days per week information is then entered into the NYSDOH 360 REPORT on a daily basis, which is submitted to the RCDOH and the NYSDOH each month, along with the monthly Bender Lab test results report.

We took the required NYSDOH and RCDOH monthly test samples for Coloform at Town on September 2<sup>nd</sup> and on October 6<sup>th</sup> . We completed the “chain of custody” paperwork, and then delivered the test samples to the laboratory for testing.

Cleaned various Valve Piping components at the Pump Station; this is an area requiring continuous routine maintenance, and is critical to the proper chlorination process. The chlorination process, by its very nature, causes solidified calcium blockages in the lines and at discontinuity points in the system which must be periodically cleared. There are many potential trouble spots in the system which, when partially clogged, will reduce the LMI pump output efficiency and will affect the daily Chlorine Residual test results, taken by us daily, and submitted monthly to the RCDOH and NYSDOH.

We are continuing to locate, wire brush and paint some of our facilities to keep them in good condition, notably our street valves and curbstops. We generally perform these functions in the early hours on Saturday and Sunday mornings so as to not encounter street traffic.

We picked up 20 gallons of 12.5% sodium hypochlorite on each of two trips to Agway for daily use at the pump station in the chlorination process.

Continued work on our "Street Valve Exercise Program" to prioritize and exercise the critical street valves in our system.

We dissolved the calcium buildup (using CLR) in several key valves and other fittings to insure free flow of our chemical mix from the LMI pumps into our high pressure piping into our system. This is a continuously required operation.

We performed calibration routines at the Tigerflow station to insure proper functioning of the many functions which the Tigerflow System controls, such as the main pumps "cycling" and alternation, LMI pumps start/stop and alternation, continuously documenting the pump station specific operations (27/7), etc. This Tigerflow computer is extremely "sensitive" and requires continual attention---we monitor it daily (7 days per week) and periodically remotely access the computer to insure proper operation.

We performed the monthly maintenance functions on the large emergency generator located at the pump station; some of these functions involve running the generator for a period of time, exercising the batteries, and checking the output voltages for accuracy. We also performed the monthly operational tests on the portable 5 KW generator used for field emergency issues. Both generators are presently functioning well and are ready, should we need them. One item which we are considering is the modification of the 5KW generator from gas to propane. This conversation is inexpensive and may well provide operational improvements, particularly during winter months.

Prepared and submitted required NYSDOH Monthly 360 Report and Bender Labs reports to the RCDOH. **All Bender Lab and JH Consultant Group Inc. results for the month were satisfactory.**

Worked with other Town organizations on various Town undertakings and problems (i.e.: various subdivision issues, for example) and other special situations. Also worked with the FEMA representative from Washington on updating Poestenkill Flood Zone information. Importantly, we keep in close contact with adjacent towns' water operations to stay on top of upcoming potential problems which could affect Poestenkill.

We "weed wacked" and mowed the area around the tank on Hinkle Road and also "weed wacked" and mowed the area around the Pump Station. This will likely be the last time this year necessitating this function.

We continued work associated with the repair shed.

## **811 REPORT:**

**From an overall viewpoint everything continues to go quite well. All 811 Dig Safe daily requests (tickets) were received and responded to appropriately and in a timely fashion.**

The 811 tickets are initially generated by homeowners, utility companies, and by individual contractors. On each of these tickets I receive, I pull the respective Plats for the section of our water system, and I then call the Field Contact, discuss what they are planning to do. I visit the location and then I provide the details of our water system (and culvert pipe info) to the contractor, mark out the pipe locations when appropriate, and exchange telephone numbers with him and ask to be kept informed if he changes the schedule. This process must be completed within 48 clock hours or the Town would be fined and held accountable by the 811 organization in Syracuse. I then follow up (visit the work location) when the job is progressing to ensure that no problems occur. We recently received notification from the 811 organization that we should be prepared to handle a large number of locate and mark out requests due to the pent-up demand created by the COVID-19 pandemic; we are ready to handle these increases.

We receive daily "Dig Safely Audits" (seven days/week) and we have continually met all our obligations. We also receive NYS DIG SAFELY tickets and other reports, verify accuracy and respond as required.

It is noteworthy that the recent Eastcom notice stated that the most common reasons for damage to utility pipes in the US are:

According to the latest Common Ground Alliance data, the major causes for damages to underground facilities are:

- Unsafe digging practices around utilities --- 31.22%
- Inaccurate markings of utilities --- 20.79%
- No notification to 811 --- 23.18%
- Utility line not at proper depth --- N/A

**For your information, the following 811 Mark-out Requests exemplify the types of requests which we recently received: Swimming Pools, Burying Cables, a Foundation Wall, New Water Services , Install Utility Poles - routine, Emergency Pole Replacement Callout, Water Collection / Grading, Installing Signs, Soil Borings, Installing Fences, Septic System Perc tests, landscaping, trench, Digging porch footings, Stump removal, Burying line cable, and a Geothermal installation.**



Office of the  
Water Manager

**TOWN OF POESTENKILL**

38 Davis Drive, P.O. 210  
Poestenkill, NY 12140

**IMPORTANT NOTICE**

September 24, 2020

Subject: HIGH WATER USAGE

To: \_\_\_\_\_

As we analyzed your water usage from the last three months it appears that you have used a larger than normal amount of water. This is sometimes a sign that you have a leak somewhere in your system, frequently a leaking toilet. A simple way for you to determine if you have a leak is to turn all faucets in your house off and then observe the Red Triangle inside the cover on the water meter; if it is turning, then you have a leak. When no water is being used, it should not turn.

We have been able to alert residents in the past and many have found that they had a leaky toilet. According to the Master Meter company a 1/16" leak size can cause a 25,000 gallon loss of water per month, and cost an additional \$125 per month in your bill!

If you have any questions please call me at 518-542-4960 or Sue Horton (518-283-5119).

Sincerely,

*Robert Brunet*

Robert Brunet, P.E.  
Water Manager

ATTACHMENT #1



**Sue Horton**

---

**From:** Mueller <marketing@muellercompany.com>  
**Sent:** Tuesday, September 22, 2020 3:57 PM  
**To:** Sue Horton  
**Subject:** Discontinuance of Mueller Systems 420 and 435 Composite PD Meters



## PRODUCT BULLETIN - MUELLER SYSTEMS

---

**Subject:** Discontinuance of Mueller Systems 420 and 435 Composite PD Meters

**Date:** 8/20/2020

### OVERVIEW

**Product/System:** Model 420 and 435 Composite PD Meters

**Author:** Darryl Casper

**Revision:** Rev 1.0

Mueller Systems is dedicated to providing products with features that offer maximum benefit and long-term value to our customers. As part of our ongoing efforts to provide the optimal product mix that accomplishes this, we analyze our product families for duplication to streamline our manufacturing processes, reduce lead times, and improve quality. This product reduction effort permits Mueller Systems to concentrate on the development of new products that bring additional value to our customers.

ATTACHMENT #2

Mueller Systems introduced the original 5/8" X 1/2" and 5/8" X 3/4" 420 composite positive displacement meters in 2009 and then added the 3/4" 435 composite in 7- 1/2" Short, 3/4" Standard, and 3/4" X 1" variants in 2014 to complement the complete line of 5/8" through 2" bronze bodied positive displacement meters which were standard offerings in our portfolio.

After evaluating ongoing demand and the duplication of the measurement technology which was identical in both variants of the positive displacement meters, Mueller has elected to discontinue manufacturing the composite meters and offer the bronze bodied meter as our preferred product choice for the 5/8" and 3/4" positive displacement meter sizes; the sole difference in the options being the body composition. The measuring chamber, registers, and all complementary AMR/AMI products are common to both lines.

The end of new sales for composite meters will take place on December 31st, 2020 or as Mueller depletes component stocks, whichever occurs first. Mueller Systems will accept orders for composite meters with visual or encoder register (ME-8 and SSR) options with a 6-week lead time until December 31st, 2020 for immediate delivery after production. Due to a limited quantity of composite components, new orders will be limited to the following models of meters while supplies last. Note that 5/8" X 1/2" composite meters are not an option.

- 5/8" X 3/4" 420 Model 420 Composite Meters
- 3/4" Short (7.5")
- 3/4" Standard Length (9") Meters
- 3/4" X 1" Standard Length (9")

In the event of a warranty claim, any composite meters returned through Mueller System RMA process after the discontinuation of the composite product line will be replaced with a comparable composite bodied meter. After the depletion of all composite meter options, warranty claims will be satisfied with a comparable bronze bodied meter. Associated components like registers and measuring chambers are common to both meter designs and will remain available as replacement and warranty parts for the foreseeable future.

As always, the motivation to serve our customers better is the driving force in making this decision. By limiting the scope of products offered, we can focus on bringing new products to market that meet the ever-changing needs of our customers. The composite meters have been an integral part of the Mueller product portfolio for over a decade.

Please contact Darryl Casper at [dcasper@muellerwp.com](mailto:dcasper@muellerwp.com) if you have any questions or concerns regarding this decision. You may also reach out to our customer care group and/or your Mueller

Systems sales representative about additional solutions we offer.

Thank you.

Kind Regards,  
Mueller Marketing

For more information about us or to view our full line of water products, please visit [www.muellersystems.com](http://www.muellersystems.com) or call Mueller Systems customer service at 1.800.323.8584.

Copyright © 2020 Mueller Water Products, Inc. All Rights Reserved.

[www.muellersystems.com](http://www.muellersystems.com)

1200 Abernathy Rd NE, Suite 1200 • Atlanta, GA 30328 • United States • [Click here](#) to unsubscribe.

[View this email in your browser](#)

**Sue Horton**

---

**From:** dos.sm.LocGovt.General <General.Div.LocGovernment@dos.ny.gov>  
**Sent:** Friday, September 25, 2020 2:53 PM  
**Subject:** Notice from the Department of Public Service Attached  
**Attachments:** COVID-19 Utility Shutoff Guidelines Factsheet.pdf

September 25, 2020

**To: Local Government Leaders**

**Re: Protecting Residential Utility and Municipal Customers During the COVID-19 Pandemic**

As you may know, a recent amendment to the Public Service Law enacts a moratorium on disconnecting residential electricity, gas, steam, telephone, and water customers during the COVID-19 state of emergency. In cooperation with the Department of State, Division of Local Government Services, I am reaching out to local government leaders to offer technical guidance and answer questions you may have.

The new law, which amends Public Service Law §89-b and §89-l, prohibits water works corporations and municipalities from disconnecting residential customers for nonpayment during the COVID-19 state of emergency. The law further prohibits disconnections for nonpayment for 180 days after the state of emergency is lifted or expired (which is currently set for October 4, 2020) if the customer has experienced a change in financial circumstances during the state of emergency. The law does not eliminate a customer's obligation to pay for service and instead requires water systems to offer deferred payment agreements with no money down, late fees, or penalties to customers who would otherwise be subject to be disconnection for nonpayment. Water systems must notify their residential customers of these protections. The Department of Public Service recently published the enclosed guidance in Matter 20-01676 to help utility providers interpret and implement the law.

If you have any questions about these customer protections, please contact the Department of Public Service at [utility.moratorium@dps.ny.gov](mailto:utility.moratorium@dps.ny.gov).

Sincerely,  
Alicia M. Sullivan  
Deputy Counsel

**Download Materials:**

ATTACHMENT #3



## Spotlight On: **COVID-19 Moratorium on Utility and Municipal Shutoffs**

New York State Public Service Law\* provides temporary protections for essential utility and municipal services during the COVID-19 pandemic. If you experienced a change of financial circumstances due to the COVID-19 pandemic, utilities and municipalities may not shut off your service for nonpayment, must reconnect your service within 48 hours, and must offer you a deferred payment agreement to pay any balance due.

There are immediate steps you can take to protect your utility service:

❖ **Contact your service provider:**

Your first step is always to contact your utility or municipality. Some utilities and municipalities may require you to self-certify that you've experienced a change in financial circumstances during the COVID-19 pandemic to protect your account from shutoff.

❖ **Ask for a deferred payment agreement:**

A deferred payment agreement allows you to pay your balance due in affordable, installment payments. Until March 31, 2021, utilities and municipalities are required to offer deferred payment agreements with no money down, late fees or penalties. You may be required to submit a financial statement documentation to your service provider. You are still responsible for your utility or municipality bill during and after the moratorium period.

❖ **Pay what you can:**

While your account may be protected from shutoff, you will still be responsible for the charges for service. Paying what you can now will help you avoid a larger bill later.

❖ **Don't wait until it's too late.**

These temporary protections are only available until March 31, 2021. The sooner you contact your utility, the sooner your account will be protected from shutoff.

\*Public Service Law §§32, 89-b, 89-l and 91 (Chapter 108 and 126 of the Laws of 2020).

## Frequently Asked Questions

Q: Who is eligible for these protections?

A: Residential customers.

Q: What about small business and commercial customers?

A: The new law does not cover small businesses and commercial customers. However, many utilities are offering assistance to their small businesses and other commercial customers. Contact your utility to inquire.

Q: What utility and municipal services are covered?

A: Electricity, natural gas, steam, landline telephone, and water.

Q: Which water systems are covered?

A: These protections are available to residential customers of private water companies and municipal (water districts, city, town, village) water systems.

Q: What about cable, internet, and cell phone service?

A: These services are not covered by the law. However, your provider may be offering other, similar protections. Contact your provider to inquire.

Q: How do I certify to my utility or municipality that I've been financially impacted by COVID?

A: Contact your utility or municipality and explain that you've experienced a change in financial circumstances since March 7, 2020 due to COVID-19. Your utility or municipality must accept your self-certification and **cannot** require you document a job loss, pay cut, unemployment filing or other change in your finances as part of the self-certification.

Q: What can I do if my service was shutoff for nonpayment?

A: Contact your utility or municipality and ask for your service to be turned on. By law, utilities and municipalities **must** reconnect you within 48 hours until the moratorium expires on March 31, 2021. You can also ask for a deferred payment agreement to help you keep current on your bills.

Q: I need help paying my heating bill this winter.

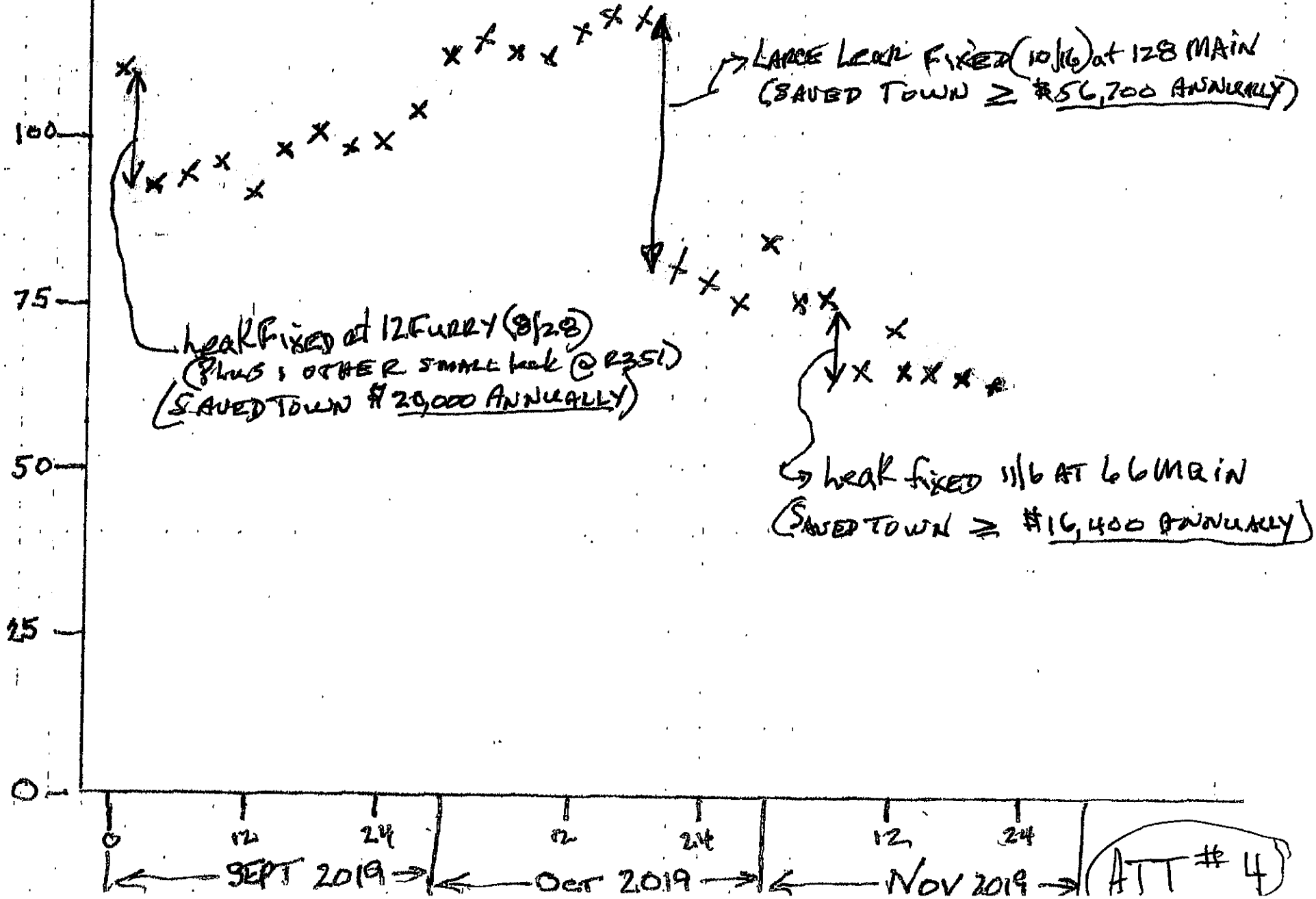
A: Eligible customers should apply to the Home Energy Assistance Program (HEAP) for help paying their winter heating bills. HEAP opens in November and covers utility and municipal electric and heating services as well as heating oil, propane, and wood. Contact your local Department of Social Services or [otda.ny.gov/programs/heap/](http://otda.ny.gov/programs/heap/) for more info.

Q: What can I do if my utility does not protect my account?

A: Your first step is always to contact your utility and try to work it out with them. If you still need help after speaking with your utility, contact the Department of Public Service Helpline at 1-800-342-3377 (Monday-Friday, 8:30 am – 4:00 pm) or [www.dps.ny.gov/complaints](http://www.dps.ny.gov/complaints).

# POBSTENKILL DAILY WATER PUMPED

GALLONS PUMPED PER DAY (000)



ATT # 4

ATT # 4



## TOWN OF POESTENKILL

38 Davis Drive, P.O. 210  
Poestenkill, NY 12140

Office of the  
Building Inspector  
Code Enforcement Officer

### MEMORANDEM

To: Town Supervisor – Keith Hammond

Town Board Members- June Butler, David Hass, Harold VanSlyke

Eric Wohlleber (deputy Town Supervisor)

Town attorney – Jack Casey

From: Tracy Church Code Enforcement/ Building Inspector

Date: October 6, 2020

RE: Monthly report September- October

### OVERVIEW:

This week marks the sixth and final class for the New York State required class for my Code enforcement training, on the previous exam I scored a 100 with a previous score of 96, with that, I am relieved that this educational experience is complete. It has been a long 5 months. The building Department/ Code Enforcement Office continues to operate efficiently and has been able to effectively handle all building related responsibilities and respond to all code enforcement request's in a positive, timely manner. Building permits are being issued promptly with all required inspections accordingly. The Code Enforcement department is currently working with several complaints regarding cleaning up neglected areas of The Town of Poestenkill , I received a complaint in June regarding boats and other debris being dumped on 4 Clement Drive, since the initial complaint I have been able to track down and contact the persons responsible for the property, and with the cooperation of this person have been successful in having the junk and boats removed. Also, the junk yard on Snyder's Corner Road is significantly neater due to the efforts of the code enforcement office. There remains a property on 4 Dennis Road that is currently in the process of being litigated through our court system for assistance with a significate public health and safety risk.

Respectfully submitted

Tracy Church



## Michelle Asquith

---

**From:** Bob Guyer <straydawg302@gmail.com>  
**Sent:** Thursday, October 08, 2020 7:08 AM  
**To:** Michelle Asquith  
**Subject:** RE: Monthly Report

Animal control calls

Dog calls - 11

Wildlife inquires- 8

Cat questiowns- 4

Total - 23

Bob Guyer

Sent via the Samsung Galaxy S20 Ultra 5G, an AT&T 5G smartphone

----- Original message -----

**From:** Michelle Asquith <secpoest@nycap.rr.com>  
**Date:** 10/6/20 11:01 AM (GMT-05:00)  
**To:** bpinho@poestenkilny.com, 'Bob Guyer' <straydawg302@gmail.com>, tchurch@poestenkilny.com  
**Subject:** Monthly Report

Hello,

If I could get your monthly report for the October town board meeting.

Thank you,

Michelle



Town of Poestenkill  
Office of the Highway Superintendent  
P.O. Box 210  
Poestenkill, NY 12140  
(518) 283-4144

To: Town supervisor- Keith Hammond  
Town Board Members Butler, Wohlleber, Hass, Van Slyke

From: Highway Superintendent- Toby Chadwick

Date: October 6, 2020

RE: Highway Activities  
September 10, 2020- October 6, 2020

1. Crew been out Paving for the Town of Sand lake, Town of North Greenbush, and Rensselaer Highway Dept.
2. Crew been out Patching with Hot box
3. Crew been working in shop changing oils and getting ready for winter.
4. Crew started to make winter sand.
5. Crew been out pickup brush -9 Tandem loads. One house had 3 loads of brush.

Thanks to Town of North Greenbush helping us pick up brush.

At a duly convened meeting of the Town Board of the Town of Poestenkill conducted at the Poestenkill Town Hall at 7:00 P.M. on 15th day of October 2020.

**RESOLUTION NO. \_\_\_\_\_ OF THE YEAR 2020**

**IN THE MATTER OF THE TRANSFER OF CERTAIN GENERAL BUDGET FUNDS**

**WHEREAS**, the Town bookkeeper has advised that it has become necessary to effect various General Fund budget transfers in order to properly fund certain Town expenses;

**NOW, LET IT THEREFORE BE**

**RESOLVED**, that it is hereby authorized and directed as follows:

That the sum of \$1120.48 from General Fund Budget line item 11990.4 (Contingent 4) be transferred to General Fund budget line item 13620.4(Code Enforcer 4) in a sum of \$1120.48 and a sum of \$175.45 to be transferred from General Fund budget line item 11990.4 (Contingent 4) transferred to General Fund budget line item 15010.4(Supt. of Highway) in sum of \$175.45; and

That the sum of \$659.77 be transferred to 18510.4 (Community Beautification 4) fund budget line item from budget line item 11990.4 (Contingent 4) in a sum of \$659.77.

MOVED BY: \_\_\_\_\_

Prepared and approved as to form by:  
Michelle Asquith

SECONDED BY: \_\_\_\_\_

VOTED UPON AS FOLLOWS:

Councilwoman June Butler: \_\_\_\_\_

Councilman David Hass: \_\_\_\_\_

Councilman Harold Van Slyke: \_\_\_\_\_

Councilman Eric Wohlleber: \_\_\_\_\_

Supervisor Keith Hammond: \_\_\_\_\_

At a duly convened meeting of the Town Board of the Town of Poestenkill in the County of Rensselaer conducted at the Poestenkill Town Hall at 7:00 P.M. on the 15th day of October 2020.

**RESOLUTION NO. \_\_\_\_ OF 2020**

---

**IN THE MATTER OF THE TRANSFER OF CERTAIN  
WATER BUDGET FUNDS 2020**

---

*WHEREAS*, the Town bookkeeper has advised that it has become necessary to effect certain Water Budget fund transfers to properly fund certain Town expenses;

*NOW, LET IT THEREFORE BE*

*RESOLVED*, that it is hereby authorized and directed as follows:

That the sum of \$473.94 be transferred from Water Budget fund line item 8320.42 (Lab fees) to Water Budget fund line item 8340.41 (Chlorine).

MOVED BY: \_\_\_\_\_

Prepared and approved as to form by:  
Michelle Asquith

SECONDED BY: \_\_\_\_\_

VOTED UPON AS FOLLOWS:

Councilwoman June Butler: \_\_\_\_\_

Councilman David Hass: \_\_\_\_\_

Councilman Harold Van Slyke: \_\_\_\_\_

Councilman Eric Wohlleber: \_\_\_\_\_

Supervisor Keith Hammond: \_\_\_\_\_